

USAID VACANCY ANNOUNCEMENT # VN11-013

TO: All Mission Employees

FROM: Kurt Pope, Regional Executive Officer

SUBJECT: Vacancy Announcement - Project Accountant

DATE: November 18, 2011

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Project Accountant

Pos. No. and Grade: FSN 10, C-358

Division/Office: Regional Financial Management Office

BASIC FUNCTION OF POSITION

The incumbent is one of four Project Accountants, each serving as the primary point of contact and accounting specialist responsible for analyzing, evaluating and coordinating all accounting matters for a portfolio of 121 USAID/Peru and client Missions (Ecuador and Colombia) projects, which involve US Dollar grant funds for Peru and for client Missions. The total USAID/Peru and its client missions' portfolio has a current annual obligation value of over \$309 Million, in various activity areas, including Democracy, Economic Growth, Health, Environment, Education, Alternative Development, Border, etc., and involves a wide variety of implementing documents, contract types and financing arrangements. The incumbents maintain continuing dialogue with approximately 32-35 project officers in selective SOs in carrying out the following responsibilities in USAID/Peru and its client Missions.

MAJOR DUTIES AND RESPONSIBILITIES

1. The Accountant's primary challenge is to review and evaluate the consistency and soundness of projects' financial transactions, and to interpret the financial data and create useful information that supports managerial decisions for USAID/Peru and client Missions. In that capacity, the incumbent:
 - Develops a comprehensive and profound understanding of projects in his/her assigned portfolio to effectively analyze, evaluate and coordinate accounting procedures and actions. Reviews and analyzes various project documents to develop a comprehensive understanding of project purposes as reflected in the Project Paper, Project Agreement and Budget Annex.

- Applies his/her knowledge in reviewing and evaluating proposed activities and in determining their conformity with the project-established intent.
- Develops a comprehensive and profound understanding of the myriad of laws, regulations, procedures and authorities within which USAID projects operate. Applies his/her knowledge in reviewing and evaluating proposed financial actions to insure their validity and conformity with applicable laws and authorities, and to recommend approval or necessary corrections/modifications.

2. Based on accounting expertise and profound knowledge of USAID activities and regulations:

- Reviews complex documentation in draft related to sub-commitments, commitments, sub-obligations and obligations, for substance and funds availability, in accordance with AID Regulations and design documents (e.g. Project Paper, Project Agreement), for accuracy and acceptability of financial references. Records draft and final accounting transactions into the Accounting System, as appropriate, upon receipt of the corresponding documents.
- Reviews for correctness, fiscal reports for Mission and USAID/W, including pipeline reports by project and source of funding. In addition, develops quarterly Financial Reports showing obligations, sub-obligations, disbursements, and pipelines. These reports are provided to and reviewed with project managers on a regular basis.
- Provides Mission personnel with information and advice related to commitment and obligation of funds on a regular basis and as required by Technical Offices. Constantly, provides guidance and assists CTO's in determining the appropriate documents and formats for any type of proposed procurement transactions.
- In accordance with Mission regional responsibilities and cross training office policy, provides guidance and assistance and cross training to accounting and technical personnel, from this or other Missions, on regulations and procedures of USAID new Phoenix accounting system.
- Periodically reviews the status of obligated funds and recommends de-obligation of funds determined to be in excess of requirements in accordance with 1311 Public Law. Therefore, the incumbent is responsible for maintaining appropriate 1311 review working papers. Works with CTOs and contractors/grantees in the development and recording of quarterly accrued expenditures by project element, which will impact in the General Ledger for USAID/W reporting to Congress.
- Maintains a catalog of all Grants, Cooperative Agreements and Contracts subject to Letter of Credit (LOC) Method of Payment, and performs regular reconciliation of amounts obligated, expended and available balances of Mission records against USAID/W's. If differences are found, corresponding actions are taken in order to balance the records.
- Responsible for the accounting activities and maintenance of current

working files for all assigned grants, including all official documentation such as concept papers, agreements and amendments, implementation plans, conditions precedent documentation, implementation letters of assigned projects.

3. Provides CTOs with information and guidance regarding the formulation and modification of budgets and transactions, measures for tracking key activities, etc. Identifies information needs and gathers data by visiting project sites, meeting with individual CTOs and Government of Peru managers, and attending activity and portfolio review meetings. Regularly reviews, analyses and evaluates project accounts to prepare reports and provide information relative to and exemplified by the following:
 - Expenditure rates of different project types;
 - Historical and projected pipeline trends;
 - Use of local currency versus US Dollars;
 - Time and budget limitations, which might impede project progress;
 - Excessive or delinquent advances to organizations and individuals.
- Provides information and advice to representatives of the host country, private voluntary organizations, and contractors concerning payments, deductions, advances, required documentation and USAID financial regulations and procedures.
- Reviews the progress, in actively following up, on Outstanding Advances; and ensures advances are issued in accordance with Project documents and Cash Management Procedures. In addition, performs reconciliation of disbursements between Mission records and Disbursing Offices.
- Issues advance/disbursement confirmations for Grantees. Reviews contractor/grantee reconciliations. Ensures that all required adjustments/corrections are made to the applicable accounting records and ensure equality and correctness thereof.
- Performs any other duties as assigned by the Chief Accountant, Deputy Controller or Controller including act as Chief Project Accountant as required during the absence.

DESIRED QUALIFICATIONS:

Education:

Possession of a university degree in Accounting, Finance, Business Administration or related field is required.

Prior Work Experience:

From four to six years of progressively responsible experience in accounting, auditing or related field is required. The applicant should be able to demonstrate ability to perform professional accounting duties, and interpret complex rules and regulations. At least two years of this experience with the U.S. Government is preferred.

Post Entry Training:

Specialized training courses in U.S. Government Accounting, Financial Analysis, Contracting, and automated accounting systems are required.

Language Proficiency:

Level IV English language ability (fluent) is required.

Knowledge:

A thorough knowledge and understanding of accounting principles, practices, and terminology is required, as well as working knowledge of computerized accounting systems at the user's level.

Abilities and Skills:

The applicant should be well organized, disciplined and analytical, able to work under pressure and with a disposition to work in cross- functional teams. The person should possess excellent interpersonal relationship skills. Ability to analyze numerous complex accounting records and determine the need for various types of entries and adjustments, to record, reconcile, and balance accounts, and to relate the purpose and objectives of projects to their costs and fiscal requirements. Must be able to explain clearly to CTOs Officers, Borrowers, Grantees, and Contractors the need for various documentation steps to be taken in order to comply with financial records-keeping and reporting requirements of specific technical program projects. Must possess the ability to quickly adjust to new computer systems, programs and reporting requirements.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Monday, December 5, 2011. Applications received after the closing date will not be accepted.

Prepared by:EXO/HR